

INSTRUCTOR'S CHECK LIST **FOR CMT-II**

1. _____ Each student has current and valid CMT-I certificate.

2. _____ Only a licensed nurse may teach and supervise the CMT-II course.

- b. _____ The nurse teaching the class must ensure that training is conducted in compliance with Administrative Rules NDAC Chapters 54-07-5, 54-07-08 and 54-07-06.

3. _____ Within two weeks of completion of the course CMT-II a typed list with all students that have passing scores of 85% or higher on written test and 90% or higher on clinical test will be submitted to:

Tonda White Lance
DOCR Medical Department
Box #5521
Bismarck, North Dakota 58506

4. _____ Course evaluation of participants are to maintain copies at the institution for seven years.

5. _____ Instructor or facility will maintain student records for a period of seven years. The records will include:
 - A.) Course start and completion date for each person completing.
 - B.) Clinical skills check list for each person completing.
 - C.) Completed examinations and scores for each person completing.
 - D.) Copy of certificate of successful completion of each person.
 - E.) Date and name of persons completing.
 - F.) Date a name of persons withdrawing.
 - G.) Date and name of persons failing.

6. _____ Instructor and facility will maintain student completed tests in a secure file.

7. _____ Instructor or facility will make course records available to North Dakota Department of Corrections Central Office, Minot State University or North Dakota State Board of Nursing upon request.

8. _____ DOCR will maintain copies of those completing CMT II by certified list with instructor's signature for 7 years.
DOCR will forward completed lists to ND State Board of Nursing.

9. _____ Students must complete course evaluation and evaluations are to be maintained for seven years by instructor or facility in a secure storage.

10. _____ Students must complete a clinical check list with a passing score of 90% or higher.
These check lists must be maintained for 7 years by institution/Instructor.

11. _____ Licensure of instructor must be kept on file at DOCR & Institution.

12. _____ Tests & test key must be maintained in secure place at all times and kept under lock and key.